



# Headteacher

## Campsmount Academy



## Job Description

**Job Title:** Headteacher

**Grade of Post:** L30 – L34 (£101,533-£111,976)

**Hours of Work:** Full Time, permanent

**Responsible to:** CEO and Academy Governing Body

**Responsible for:** Senior Leadership Team and all Academy Staff

**Role Responsibility:** The Headteacher is accountable to the CEO for ensuring the educational success of their Academy within the framework of their individual Academy's strategic plans. They will provide professional leadership and management of the Academy and establish a culture that promotes excellence, equality and high expectations of all students, whilst contributing to the success of all students within Leger Education Trust. They will represent the vision and values of the Academy enabling children and staff to maximise learning through an outstanding educational provision; as well as inspiring and influencing others within and beyond the Academy.

**Location:** Campsmount Academy

### **Key Focus Areas 24/25**

**These key focus areas for 25/26 will be confirmed following appointment and agreement between Headteacher, CEO and AGB.**

- To prioritise strategies which ensure attendance is the responsibility of all staff and significantly improves attendance and reduces persistent absences across the Academy.
- To implement a robust and highly effective Raising Achievement Strategy which improves student outcomes through excellent teaching and learning every lesson, every day.
- To develop a robust strategy to ensure student behaviour and attitudes are in line with the ethos of the Academy and Trust values, resulting in a significant reduction of FTS/PEX, with highly effective inclusion policies and practices.
- To work in partnership with the Trust and AGB to promote the Academy and focus on the recruitment and retention of quality staff through effective professional development.

## Main Duties & Responsibilities

### **The Headteacher will:**

- Be an inspirational and visionary leader
- Evaluate Academy performance and identify priorities for improvement
- Impact on the quality of teaching and students' achievements
- Promote excellence, equality, and high expectations
- Apply strategic financial planning to ensure justifiable deployment of budgets and resources in line with the Scheme of Delegation
- Effectively work with the Academy Governing Body, School Improvement Team, CEO and Executive Leadership Team
- Secure the commitment of the wider community
- Influence and shape the teaching profession



## **Qualities and Knowledge:**

The Headteacher will work with the Academy Governing Body and wider Trust to create a shared vision and strategic plan for the Academy, one which inspires and motivates students, staff, and all other members of the school community and develops the ethos of the Academy in line with the aims and values of LET.

The Headteacher will:

- Demonstrate through their action and behaviour, the ethos, vision and values of the Academy and encourage all staff to act as positive role models
- Ensure the vision for the Academy is clearly articulated, shared and understood and acted upon effectively by all
- Work with the school community to translate the vision into agreed aims, objectives and strategic plans that will promote and sustain Academy improvement
- Develop and review policies and strategies to implement the aims and objectives
- Ensure that all staff promote excellence, equality and high expectations for all students
- Ensure the whole school community is engaged in the work of the Academy and, working closely with the Academy Governing Body, as a result ensure Academy improvement priorities are identified
- With the Executive Leadership Group, effectively manage the Academy budget by ensuring that planning, monitoring and reporting of the Academy's finances are undertaken in accordance with statutory and local requirements
- In collaboration with the Leadership Team, promote a high level of staff involvement; challenging, influencing and motivating others to fulfil their potential and create a positive culture
- Demonstrate personal enthusiasm for and commitment to the learning process, giving and receiving effective feedback and acting to improve own performance
- Maintain, support and develop effective working relationships with the Academy Governing Body, Local Authority, LET and members of the school community

## **Students and Staff:**

The Headteacher has a central responsibility for raising the quality of teaching and learning and for improving student achievement within the Academy. The Headteacher will promote a successful learning culture which impacts on the achievement of all students and demonstrates high expectations for all.

The Headteacher will:

- Create a positive culture in which everyone is valued and respected
- Listen and respond to students and staff to identify the students' stage of development, needs, experience, and aptitudes
- Be innovative in the development of a coherent and differentiated curriculum, which is relevant to the needs of all students and is in line with Trust policy
- Monitor, evaluate and review classroom practice to maintain standards and promote strategies for Academy improvement
- Acknowledge excellence and challenge poor performance across the Academy
- Ensure that detailed and accurate data is collected and reviewed to identify the strengths and areas of development for the Academy
- Ensure individual staff's professional conduct and practice is clearly defined, understood and agreed and is subject to annual review and evaluation



- Ensure all staff take responsibility for reviewing their own practice and achievements, and through the appraisal process set personal targets and take responsibility for their own personal development
- Develop leadership capacity within the Academy, by identifying and nurturing future leaders
- Seek opportunities to collaborate with other Academies in the Trust and organisations for the benefit of enhancing teaching and learning

### **Systems and Processes:**

The Headteacher is responsible for providing effective organisation and management of the Academy and seeking ways to improve outcomes and performance. This includes ensuring a safe and positive learning environment, which sets the safety of students and the whole Academy community at the heart of the Academy's working practices in line with LET policies.

The Headteacher will:

- Create an organisational structure that reflects the Academy's values and enables the management systems, structures and processes to work effectively in line with legal requirements and appropriate LET policies
- With LET, manage the Academy's financial and human resources effectively and efficiently to achieve the Academy's aims and objectives and ensure that learning is at the centre of strategic planning and resource management
- Support the Academy Governing Body to understand its role and deliver its functions effectively
- Assist the Academy Governing Body and LET in the development and review of Academy based indicators as a basis for monitoring and evaluating Academy performance
- Develop and present a comprehensive and accurate account of the Academy's performance to the Trust in line with an agreed timetable
- Take responsibility for establishing and monitoring the systems and culture of the Academy to ensure that child safeguarding practices are fully embedded
- Maintain collaborative working relations with all teams and service within the Local Authority and beyond in order to secure a holistic approach to safeguarding and student welfare
- Follow the Academy Governing Body and Trust on the adoption of effective procedures to deal with the competence and capability of staff
- Develop and maintain effective strategies and procedures for staff induction, professional development and appraisal in line with Trust policies
- Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice
- Maintain distributed leadership throughout the Academy, developing teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making

### **The Self-Improving Academy System:**

The Headteacher will innovate and drive change through engagement with the internal and external Academy community, embracing the opportunity to influence the system and raise education standards.

The Headteacher will:

- Contribute to the development of the education system by sharing effective practice, working in partnership with other academies and promoting innovative initiatives
- Establish the profile of the Academy and determine its capacity to work with other academies in the Trust and organisations in a supportive and challenging way



- Keep abreast of current methodologies and research in education, in order to inform practice and provide the basis for self-regulation and self-improvement
- Be open to new innovations with regard to leadership and Academy improvement
- Shape the current and future quality of teaching through high quality training and sustained professional development for all staff
- Ensure learning experiences for students are linked into and integrated with the wider community through engagement within and beyond the Academy
- Inspire and influence others to value the importance of education for all young people and act as an advocate for students, championing their entitlement to an education that is broad, balanced and relevant

**This job description may be amended at any time following discussion between the CEO and Headteacher and will be reviewed annually. Employees will be expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description.**



# Person Specification - Headteacher

	Essential	Desirable	How Assessed
<b>Qualifications and training:</b>			
Qualified teacher status	✓		Application form
Educated to degree Level	✓		Application form
Evidence of recent and relevant continuing professional development including leadership development	✓		Application form
Post-graduate level qualification or recognised alternative		✓	Application form
NPQH or a willingness to undertake the programme		✓	Application form
<b>Relevant Experience:</b>			
Evidence of strong leadership as Deputy or Head or member of Senior Leadership Team	✓		Application form
Proven track record of leading on improvement of teaching and learning	✓		Application form
Proven track record of successful people management, in recruitment, performance management and leading and motivating successful teams.	✓		Application form and at interview
Evidence of working within a child protection culture and promotion of child welfare and safety	✓		Application form and at interview
Experience of managing budgets and resources.	✓		Application form and at interview
Experience in promoting the continued professional development of all staff	✓		Application form and at interview
Experience of developing and leading innovative curriculum	✓		Application form and at interview
Strategic Leadership in building and maintaining effective relationships with Governors, parents, the community and Local Authority	✓		Application form and at interview
Experience of the Secondary age range	✓		Application form
Experience of partnership working across a wide range of schools		✓	Application form and at interview
<b>Knowledge and Understanding of:</b>			
Models of effective teaching and learning and assessment, behaviour and attendance management	✓		Application form and at interview
Successful management strategies for monitoring the quality of teaching and learning, pupil outcomes and the quality of provision.	✓		Application form and at interview
Safeguarding requirements	✓		Application form and at interview
Up to date knowledge of the National Curriculum and Secondary curriculum	✓		Application form and at interview
Current educational priorities, legislation and developments	✓		Application form and at interview
Strategies to promote individual and team development	✓		Application form and at interview



School improvement strategies to include raising attainment, improving attendance, data analysis, target setting and appraisal	✓		Application form and at interview
Financial Planning and budget management	✓		Application form and at interview
Developed vision and philosophy to include inclusion, ethos, communication, behaviour, school improvement, equality and diversity	✓		Application form and at interview
School self-evaluation and its relationship with the process of school development and improvement	✓		Application form and at interview
The work of all stakeholders and other agencies and opportunities for successful collaboration with them	✓		Application form and at interview
Working with, and understanding the role of school Governors	✓		Application form and at interview
<b>Professional and Personal Skills:</b>			
Ability to lead, monitor, and evaluate the quality of teaching and learning	✓		Application form and at interview
Work closely with members of the senior leadership team to drive school improvement	✓		Application form and at interview
Highly developed organisational, self-management and time management skills	✓		Application form and at interview
Ability to develop a clear vision to maintain and further develop current high standards	✓		Application form and at interview
Partnership working and networking to secure the commitment and support of the wider community	✓		Application form and at interview
Working with other agencies to support inclusion	✓		Application form and at interview
Strong interpersonal and communication skills (including written, oral, ICT and presentation)	✓		Application form and at interview
A proven ability to analyse and communicate complex data and written information	✓		Application form and at interview
Ability to enthuse, support and empower staff	✓		Application form and at interview
Work well in challenging situations and be able to prioritise work to meet deadlines	✓		Application form and at interview
Proven ability to think creatively to anticipate and to identify problems and needs and to construct solutions	✓		Application form and at interview
The delivery (use and impact) of new technologies to support teaching and learning		✓	Application form and at interview

Leger Education Trust will require the appointed candidate to gain satisfactory relevant background checks in accordance with safer recruitment guidelines; this will include an Enhanced (with Barred) Disclosure check.

